

VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Social Caseworker</u>	CLASSIFICATION CODE: <u>02820200</u>
	SALARY RANGE: <u>(A22) \$34718 - 40028</u>	REFERENCE POSITION NO.: <u>1236-10200-20</u>
	Department of Human Services	APPLICATION PERIOD: <u>10/25/05 - 10/31/05</u>
	Division/Section/Unit: <u>Veterans Affairs</u>	GRACE PERIOD ENDS: <u>11/3/2005</u>
	Assignment(s) / Comments: <u>LATERAL BIDS ONLY</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Louis Pasteur Bldg., Cranston with</u>
	Restrictions/Limitations: _____	Statewide Coverage Responsibilities * _____
	Position Covered By Collective Bargaining Union Agreement: Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>	
	There is* <u>X</u> is not _____ a Civil Service List for this position	See A/B with for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPM may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form for Rhode Island State Government. You must include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and the following information:	
	Most Important - Please provide the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and your years of experience	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	* This position will also report to the Veterans Home office in Bristol.	
	This position will be responsible for processing nursing home, hospital and residence assessments for all veterans making applications to the Veterans Home; preparation of all reports pertaining to the application; assist with the maintenance of records for all military personnel, including discharge records; will work with and present reports to the various veterans service organizations, advisory councils, and commissions statewide; and other related duties as required.	
Minimum Education & Experience	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Possession of a bachelor's degree from an accredited institution of higher education with specialization in sociology, or psychology, social work or child development or vocational guidance, or any substantially equivalent education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 APPLICATION to:	
	Ann DeBonis	Telephone #: <u>401-462-2481</u>
	Dept of Human Services/Office of Human Resources	Fax #: <u>401-462-2041</u>
	600 New London Avenue	TTY/TDD #: <u>401-462-3363</u>
	Cranston, RI 02920	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER